



Manager's Report

for Council Meeting October 28, 2003

FINANCE

Listed below are new businesses licensed during this period:

Business Name

Argrive Technical
Bell, Book, & Candle Shoppe
Broom Clean Condition, Inc
Burke Construction Svc LLC
First Trust Settlement & Escrow Inc
Foods For The Soul
H L Remodeling
Krueger Knowledge Solutions
Kurt D Miller Painting & Repairs
Leesburg Office Supply (new owner)
Shahla Ranjbar DMD, PLC
The Royal Rub
Timberland Retail Inc
Value4Life
Woven History & Silk Road

HUMAN RESOURCES

New hires, promotions, transfers and separations for the period of October 8 through October 20, 2003:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Jonathan Cleaves	Groundskeeper	Parks and Recreation
Theresa Baine	Telecommunications Technician I	Police

Promotions

Brian Bailey	Utility Plant Supervisor	Water Pollution
Charlie Elgin	Asst Utility Plant Superintendent	Water Pollution
Alicia Taylor	Telecommunications Technician II	Police
Cindy Cain	Telecommunications Technician II	Police

Transfers

none

Separations**Position****Department*****Resignations***

Michel Agujia

Director of Information Technology

Information
Technology***Retirements***

Paul York

Director of Finance

Finance

Terminations

none

PLANNING, ZONING & DEVELOPMENT**PLANNING DIVISION:**

MANAGER'S REPORT <u>DIVISION OF CURRENT PLANNING</u> <u>PLAN REVIEW ACTIVITY</u>			
PLANS REVIEWED DURING THE PERIOD OF: OCTOBER 8, 2003 – OCTOBER 21, 2003			
Project Name	Project Type	Submission Number	Proposal Description
Hawks View Glen	Offsite Easement & Deed	1 st	Off-site easement
Beauregard Estates, Phase 5	Preliminary Subdivision Plat Extension	1 st	9 single family detached lots
ECHO/Lawson Road Industrial Condominiums	Minor Plat	1 st	2 lot subdivision for industrial use
Potomac Station Retail, Parcel B (Outparcel) Chevy Chase Bank	Preliminary/Final Development Plan	3 rd	3,200 sq. ft. bank
International Pavilion, Parcel B5	Preliminary Development Plan extension	1 st	98,910 sq. ft. retail request to extend previous approval for an additional year.
International Pavilion, Parcel B6	Preliminary Development Plan extension	1 st	99,600 sq. ft. retail request to extend previous approval for an additional year.
International Pavilion, Parcel B7	Preliminary Development Plan extension	1 st	95,530 sq. ft. retail request to extend previous approval for an additional year.
Johnson Property Subdivision/Rosebrook	Construction Drawings	1 st	20 Single family detached lots
Parker Subdivision, Lots 28-31	Minor Subdivision Plat	3 rd	2 lot subdivision
Potomac Station Retail (Parcel B) DP 2000-13	Revision to Approved Final Development Plan	1R	Minor revision to shopping center
First Citizens Bank	Easement Plat	1 st	Off-site easement
Route 15 Trail Improvements	Capital Improvement Plan	1 st	Trail improvements
Edwards Landing, Battlefield Parkway	Revisions to Approved Grading Plan	1 st	Minor grading revisions

Water Pollution Control Facility	Special Exception Referral	1 st	Capital improvement plan
Woodlea Manor Water Booster Pumping Station	Capital Improvement Plan	1 st	Water booster pumping station
Hawks View Glen	Construction Drawings	3 rd	36 Townhouses
Stowers, Phase 2, Section 3	Construction Drawings	5 th	111 Single-family residential detached lots
Greenway Farm Daycare (Kid's Domain)	Request for Authorization of Preliminary/Final Development Plan	3 rd	6,600 square foot daycare
Beauregard Overlook	Rezoning Referral	1 st	Single-family residential detached lots
River Creek, Landbay P, Phase VII, Section 4C	Loudoun County Referral/ Construction Drawings	1 st	Minor revisions to easements
River Creek Shoal Creek	Loudoun County Referral/ Construction Drawings	1 st	Minor revisions to easements
Lansdowne, Section 40	Loudoun County Referral/ Boundary Line Adjustment	1 st	Boundary line adjustment
Panera Bread @ Leesburg Corner Premium Outlet	Preliminary/Final Development Plan	2 nd	4,704 square foot restaurant

**PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:
OCTOBER 8, 2003 – OCTOBER 21, 2003**

Project Name	Project Type	Submission Number	Proposal Description
Greenway Farm Daycare (Kid's Domain)	Request for Authorization of Preliminary/Final Development Plan	3 rd	6,600 square foot daycare
First Citizens Bank	Easement Plat	1 st	Off-site easement
Stowers, Phase 2, Section 3	Final Subdivision Plat	3 rd	111 single-family residential detached lots
South King Street Center at the Park	Preliminary Development Plan	2 nd	20,912 square foot retail center
Kincaid Forest, Section 12A, Lots 432 and 433	Boundary Line Adjustment	1 st	Boundary line adjustment between two lots
Potomac Station, Section 10	Correction Plat	2 nd	Minor revisions to various easements and lots
River Creek, Landbay P, Phase VII, Section 4C	Loudoun County Referral/ Construction Drawings	1 st	Minor revisions to easements
River Creek Shoal Creek	Loudoun County Referral/ Construction Drawings	1 st	Minor revisions to easements
Lansdowne, Section 40	Loudoun County Referral/ Boundary Line Adjustment	1 st	Boundary line adjustment
Tollhouse Center Office Building	Preliminary/Final Development Plan	4 th	3,500 square foot office building

Zoning Division

Zoning Permits Issued Residential

Stowers 3 SFD @ \$100,000

Potomac Crossing 3 SFD @ \$105,000 8 SFA @ \$55,000

Zoning Permits Issued Commercial

251 Fort Evans Rd. # 210 Interior Fit-in \$12,500 Leesburg Outlet Mall

Occupancy Permits Issued Residential

Stowers 2 SFD

Potomac Crossing 2 SFD

Edwards Landing 9 SFA/Duplex

Hamlet @ Leesburg 1 Duplex

Kincaid Forest 2 SFD

Occupancy Permits Issued Commercial

None Issued

Special Exceptions

SE 2002-07 Star Pontiac, Buick & GMC: Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The applicant is in the process of making revisions to the special exception plan. All public meetings will soon be rescheduled.

SE 2002-12 KFC/A&W: This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). The Planning Commission preview was held at the April 3, 2003 meeting and the public hearing was scheduled for April 17, 2003. At this meeting, at the applicant's request, the Planning Commission voted to postpone the public hearing to a future date. This date was not specified.

TLSE 2003-0002 Leesburg Auto Finance Annex: Located at 310 Parker Court, this application is for a vehicle sales, service and storage facility use. A public hearing before the Planning Commission was held on September 4, 2003, at which time the Commission voted to recommend approval of the application to Council with conditions. The Council public hearing was held on October 15, 2003. The item is scheduled to be back before Council for action at the October 28, 2003 meeting.

TLSE 2003-0003 Mobil Car Wash Addition at Battlefield Shopping Center: Located at 1017 Edwards Ferry Road, N.E. This application seeks to amend existing Board of Zoning Appeals Special Exception #90-167 to permit a 988 square foot single-lane car wash on the property leased by the existing Mobile Service Station in Battlefield Shopping Center. The plans were accepted for review on July 11, 2003 and are currently under review. The Planning Commission public hearing was held on September 4, 2003. At its next meeting on October 2, 2003 the Planning Commission voted to recommend approval of the application to Council with conditions. The Council public hearing is scheduled for October 28, 2003.

TLSE 2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division

Maintenance Building: Located at 1391 E. Market Street, this special exception application seeks to expand an existing water treatment facility ("Water Pollution Control Facility") from 5 MGD to 7.5 MGD plus relocation of the Utility Lines Division service facility to the western portion of the site. The application was accepted for review on August 18, 2003 and is currently under review. A Planning Commission preview is scheduled for November 20, 2003 and the public hearing is scheduled for December 4, 2003.

TLSE 2003-0005 Loudoun Motor Sports: Located at 212 Catocin Circle, S.E. (the old Southern States property), this application is for a vehicle sales, service and storage facility use. The application was accepted for review on August 29, 2003 and is currently under review. A Planning Commission public hearing is scheduled for November 6, 2003.

TLSE 2003-0006 Costco Tire Center: Located in Battlefield Marketplace Shopping Center at the intersection of Edwards Ferry Road and the Route 7/15 Bypass, this application seeks to amend existing Board of Zoning Appeals Special Exception #88-167 to permit the relocation of a vehicle service center (tire installation facility with four bays) on property in Battlefield Marketplace. The application was accepted for review on September 5, 2003 and is currently under review. A Planning Commission preview is scheduled for November 6, 2003 and the public hearing is scheduled for November 20, 2003.

Rezoning

ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) is seeking to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The plans are currently under review. The Planning Commission public hearing has been rescheduled at Applicant's request to provide additional time for staff and the applicant to address outstanding issues.

TLZM 2003-0002 Beauregard Overlook Concept Plan Amendment: The applicant Elite Investment & Management Group, Inc. is seeking to amend rezoning #ZM-73 and #ZM-102 by amending the Concept Plan to permit 43 single-family detached lots in a residential cluster on 14.99 acres (an increase of 18 lots over the 25 lots currently permitted) zoned R-4. The plans were accepted for review on July 11, 2003 and are currently under review. The Planning Commission public hearing has been rescheduled to provide additional time for staff and the applicant to address outstanding issues.

TLZM 2003-0003 Leesburg Central Rezoning: The applicant James D. Turner is seeking to rezone six (6) parcels zoned B-1 and RHD to B-1 with a Concept Plan and Proffers to build approximately 23,500 square feet of commercial office space with some additional retail space. The plans were accepted for review on August 22, 2003 and are currently under review. The property is located at the southeast quadrant of the intersection of Loudoun Street and Harrison Street. A Planning Commission preview is scheduled for November 6, 2003 and the public hearing is scheduled for November 20, 2003.

ZONING ORDINANCE AMENDMENTS

No Zoning Ordinance Amendments are being processed at this time.

BOARD OF ZONING APPEALS CASES

No cases have been filed for the November 3, 2003 scheduled meeting

WATER & SEWER ADMINISTRATION

From October 7 to October 21 the following took place:

- 9 Public Facility Permits issued totaling \$89,462
- 42 work orders issued for meter sets
- 18 requests for occupancy inspection.

Capital Projects Update

- Water Meter Conversion – to date, approximately 74% or approximately 9,000 water meters have been converted to the Hexagram fixed based network. Approximately 3000 more meters remain to be converted.
- During this period, three plans were received for review within the service area, and one request was processed for water and sewer system modeling.
- Design workshops for expansion of the Water Treatment Plant and Water Pollution Control Plant (WPCP) are in progress and are proceeding according to schedule.
- The review comments for the Utility Lines Division (ULD) maintenance facility have been received from town agencies and forwarded to the engineer.
- Construction plans and plats for the Woodlea Mini-Pressure Zone are under review.
- A proposal for purchase of a portable generator has been sent out to several bidders. This generator will be used to supply power to remote stations where a stand-by generator is not available.
- Meetings are being scheduled with Loudoun County to assess the extent of the submissions required for special exception and commission permits for the next expansion of the Kenneth B. Rollins Water Treatment Plant.
- We have begun the preparation of documents for the history of the town's water and sewer system. This document will discuss the start-up of the town's utility system. Several useful books have been found and are being used to prepare this document. In addition many of Council resolutions available at Balch Library are helping us to better define the sequence of events. Once finalized, we will provide this document to interested parties and post it on the web site.
- A request has been received from Graydon Manor for extension of sewer to a newly acquired site adjacent to their property. Staff has begun the evaluation process for this request.

UTILITY LINES DIVISION**Training**

- Staff conducted a safety meeting to cover book 10
- Steve Melnikoff attended Facilitation Training
- Ken Binder, Mike Cummings, Herb Gallahan, Lesley McClaughry attended Miss Utility training
- Max Mellott, Ken Binder, Mike Nolan attended Control Valve Training.

Routine items include:

- turn on's and off's
- water meter readings
- complaint investigations
- rodding & cleaning sanitary sewer trouble spots
- marking water and sewer lines for contractors & citizens

- vehicle and ditch maintenance
- bush hogging
- assisting the Town of Round Hill with a sewer backup
- working with a contractor performing Sanitary Sewer Grouting work
- continuing to prepare meter lids for contractor performing change out program.

Summary Programs:

- New connections to town utility system 52.
- Total number of leak repairs 5.
- Responded to 662 requests to locate utilities (Miss Utility)

TOWN OF LEESBURG

Full-time vacancies as of October 21, 2003

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
Town Mgr	1	Library Manager	6/16/03	√	√	√	√		
Airport	1	Airport Director	7/1/03	√	√	√	√		
Econ Dev	1	Administrative Associate II	3/9/01	√	√	<u>On hold*</u>			
Eng & PW	1	Senior Engineer	7/1/02	√	√				
	1	Administrative Associate II	8/1/03	√	√	√			
	1	Maintenance Worker II	8/20/03	√	√	√	√	√	√
Finance	1	Meter Technician	7/30/03	√	√	√			
	1	Purchasing Associate	8/12/03	√	√				
	1	Director of Finance	10/21/03	√					
IT	1	Director of Info Tech	9/16/03	√	√				
Police	1	Admin Assoc II	12/1/02	√	√	<u>Frozen**</u>			
	1	Communications Tech I	5/29/03	√	√	√	√	√	√
	1	Communications Tech I	7/24/03	√	√	√	√		
	1	Communications Tech I	7/30/03	√	√	√	√		
Util Admin	1	Senior Engineer	7/1/02	<u>On hold*</u>					
Util Lines	1	Util Maint Wrkr III	7/1/03	√	√	√	√		
WaterPlant	1	Util Operator or Trainee	9/14/03	√	√	√	√	√	
WPCF	1	Util Plant Supervisor	8/29/03	√	√	√	√	√	√
<u>TOTAL</u>	19								

*On hold = Department is not actively recruiting this position.

**Frozen = For budgetary reasons, Department has identified this position to remain vacant for the rest of the fiscal year.

R. S. Noe